

# **City Hall Landscaping and Maintenance Program**

6/18/2015

City of Gallatin

## **1.0 Introduction**

The City of Gallatin is accepting bids for the **City Hall Landscaping and Maintenance Program**. Bids will be due on June 26<sup>th</sup> 2015 at 2:00 pm in a sealed envelope clearly marked: **City Hall Landscaping and Maintenance Program**.

## **1.1 Scope of Work**

The City of Gallatin seeks pricing for the complete installation of Shrubs, Flowers and an annual maintenance program. All existing plants will be removed from beds.

## **2.0 Technical Requirements:**

- Installation of 50 (3 gallon size) Densiformis Yew
- Installation of “Wave Petunia’s”(spring/summer flowering plant)
- Installation of “Pansies (fall/winter flowering plant)
- Installation of Weed Preventer
- Installation of Mulch

## **3.0 Vendor Requirement**

Vendor shall provide all material and labor for installation.

All Densiformis Yew will have a 1 year free replacement.

Vendor will plant Wave Petunia’s in the spring/summer, estimated 1250 Sq.Ft..

Vendor will plant Pansies in the fall/winter estimated, 1250 Sq. Ft..

Vendor will be required to provide fresh mulch with each planting.

Vendor is required to maintain plant beds for the entire year.

City will water plant beds with sprinkler system.

#### **4.0 Evaluation of Proposals**

The City of Gallatin will award the contract to lowest responsible and responsive bidder meeting specifications, quality, and performance standards pursuant to the Municipal Purchasing Act of 1983. Response will be based on the following factors;

- Completeness of response
- Cost
- Vendor track record, including references
- Quality of service
- Quality of product

#### **5.0 Contract Award**

The City of Gallatin reserves the right to reject any or all proposals and to waive any informality found therein. The City of Gallatin will award a contract based on evaluations described above. Contract will be good for one year. Pricing/ contract may be extended for additional 3 years in year increments.

#### **6.0 Proposal Submission**

**BID DUE DATE: June 26<sup>th</sup> 2015 at 2:00 pm**

Proposals shall be directed to the attention of:

Finance Department

Attn: J.R.Smith, Jr

132 West Main Street

Gallatin, TN 37066

Telephone: 615-451-5899

Cell: 615-946-4897

## PRICE SHEET

**Densiformis Yew Installation per plant: \$ \_\_\_\_\_**

**Wave Petunia's Installation:\$ \_\_\_\_\_**

**Pansies Installation:\$ \_\_\_\_\_**

Flower installation will include mulch, fertilizer, and weed  
preventer

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_